



# Office of the State Controller

## Alert # 196

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TO: Controllers and Chief Fiscal Officers of State Departments,  
Higher Education Institutions and Boards

FROM: David J. McDermott, State Controller *David J. McDermott*

DATE: December 9, 2011

SUBJECT: 2011 Reporting for the Financial Responsibility and Accountability Act  
Management Representation Letters  
CPPS Calendar Year-End Reminder  
FY12/FY13 Open Close Training – Save the Date  
OSC Staff Changes

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### 2011 Reporting for the Financial Responsibility and Accountability Act

The annual compliance statements related to the Financial Responsibility and Accountability Act were distributed via email on November 22, 2011 to Departmental Executive Directors and/or Presidents of Institutions of Higher Education required to report under the Act. The statements with original signatures (paper copy) are due to the Office of the State Controller (OSC) and the Office of the State Auditor by December 31, 2011. Any questions should be addressed to your FAST specialist.

### Management Representation Letters

As audits near completion, please remember that a copy of the signed management representation letter must be submitted to the OSC no later than December 16, 2011. The OSC worked with the State Auditor to standardize those letters in order to increase the efficiency of the audit wrap up process. State agency and institution representations support the State Controller's representations to the State Auditor regarding the accuracy and completeness of the State's financial statements and Schedule of Expenditures of Federal Awards. We appreciate your cooperation in explaining to your top level management why that standardization is necessary and important. Any questions should be addressed to your FAST specialist.

### CPPS Calendar Year-End Reminder

Calendar year-end processing information was emailed to the PPUG list on November 17<sup>th</sup>, 2011. As the end of the calendar year is approaching, we would like to remind everyone it is imperative all W-2 taxable income is entered into CPPS before W-2's are processed. The most common entries needing to be made are for awards paid through COFRS, gift cards, meals, tuition reimbursements, and worker's compensation. Please work with your payroll officer in your agency or institution to ensure all information is entered into CPPS as soon as possible.

The last monthly payroll for 2011 processes on December 21<sup>st</sup>, 2011 and the last bi-weekly payroll for 2011 processes on December 22<sup>nd</sup>, 2011. Please contact Marie Schneider at [marie.schneider@state.co.us](mailto:marie.schneider@state.co.us) or 303-866-3810 if you have any questions.

#### FY12/FY13 Open Close Training – Save the Date

General Open/Close training is scheduled for April 17, 2012, at the Ft. Logan auditorium from 9:00 – 12:00. Based on the results of the upcoming FAST customer service survey there may be additional optional training offered in the afternoon. “Open/Close Training for New Employees” is scheduled all day on April 24, 2012, at 633 17<sup>th</sup> Str downtown. The Higher Education Open/Close training session is tentatively scheduled for April 12, 2012. Additional information will be published in a subsequent Alert as well as on the OSC website. Please contact your FAST specialist if you have any questions.

#### OSC Staff Changes

Central Payroll – Jenine Burrell has accepted a new position in DPA’s Accounting Unit effective December 1<sup>st</sup>. Jenine will be handling the benefits reconciliation process for them. Congratulations to Jenine on her new position.

Central Payroll – Dawn Ralston-Dye has accepted the Accountant II position in the OSC Central Accounting Operations Section. Dawn will be working with Valerie Smith on vendor management and tax reporting. Congratulations Dawn.